Federal Depository Library Handbook
By and For the Community

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Federal Depository Library Handbook

Purpose
- Provide advanced instruction on Depository Manual and Instructions
- Teach the basics of both
- Emphasize transition to Federal Depository Library Handbook and revisions that have been made

Why Revisions and Why Now?
- Outdated
- Little on electronic environment
- Document what we've learned through working with our partners (best practices, lessons learned)
- Align with Strategic Vision (Dec 2005) and Business Unit Goals
- Create a more user friendly handbook

Federal Depository Library Handbook

Goal: Create an online, living document

- One stop shop where manual and instructions are merged into a "living" document
- Fully searchable
- Archive previous Manual and Instructions
- Hot links to other pertinent guidance and related resources

Federal Depository Library Handbook
Comparison of Chapters

Manual

1 - Library Programs Services

2 - Collection Development

3 - Maps

4 - Electronic Publications

5 - Bibliographic Control

6 - Maintenance

7 - Depository Promotion

8 - Inspections

Appendix

A - Core Collection

B - Maps Available

C - Guidelines, Minimum Standards, Basic Collection

Index

Handbook

1 - LSCM Organization & Contacts

2 - Legal Requirements, Minimum Standards, & Policies

3 - Federal Depository Status

4 - Public Services

5 - Depository Collections

6 – Technical Services

7 – Public Access Assessments

8 - Preservation

9 - Housing Collections

10 - Staffing

11 – Collaborative Efforts

12 - Regional Services

13 – Transitioning Depository Libraries (NEW)

14 - Disaster Preparedness and Recovery (NEW)

15 - Federal Libraries

Appendix A: Core Collections

Appendix B: Acronyms/Glossary

Appendix C: For Library Admin

Appendix D: Selective Housing

Appendix E: Important for Map Librarians

Instructions

1 - Federal Depository Status

2 - Collection Development

3 - Bibliographic Control

4 - Maintenance

5 - Human Resources

6 - Physical Facilities

7 - Public Services

8 - Cooperative Efforts

9 - Regional Services

Exhibits

Appendix

A - Glossary

B - List of URLs

Index

Handbook Chapter Outline

1- LSCM Organization & Contacts

2 - Legal Requirements, Minimum Standards, & Policies **(NEW)**

3 - Federal Depository Status

4 - Public Services

5 - Depository Collections

6 - Technical Services

7 - Public Access Assessments **(NEW)**

8 - Preservation

9 - Housing Collections

10 - Staffing

11 – Collaborative Efforts

12 - Regional Services

13 – Transitioning Depository Libraries **(NEW)**

14 - Disaster Preparedness and Recovery **(NEW)**

15 - Federal Libraries

Appendix A: Core Collections

Appendix B: Acronyms

Appendix C: For Library Administrators **(NEW)**

Appendix D: Selective Housing Agreement

Appendix E: Important for Map Librarians **(NEW)**

Federal Depository Library Handbook

Process for Creating Handbook

- Call for volunteers (June 2005)

- Volunteer Teams formed (July 2005)

- Template for chapters created (July 2005)

- Drafted chapters (December 2005)

- Submitted and GPO staff review (Jan 2006 and on-going)

- Review by and comments from stakeholders

- Review comments and edit chapters

- Senior management approval to post for public comment

- Review and edit based on public comments

- Approval to post final versions

- Integrate chapters into final publication for the FDLP Desktop

Federal Depository Library Handbook

What's New:

- Several Chapters
    - Legal Requirements, Minimum Standards, and Policies
    - Public Access Assessments
    - Transitioning Depository Libraries
    - Disaster Preparedness and Recovery
    - For Library Administrators
    - Important for Map Librarians

- Chapters structured differently from previous manual
    - Highlights what's new and important
    - Provides tips and practical advice
    - Debunks myths and monsters in FDLP
    - Emphasizes what library administrators need to know

- Those things that are mandatory, highly suggested and suggested are identified
- Hot links to other sections of the Handbook and other related resources

Federal Depository Library Handbook

Template for Chapters

Chapters typically structured to have the same look, feel and content elements:

- What's New and Important

- Tips, Practical Advice, and Lessons Learned

- Did you realize that you don't have to…?

- Important for Library Administrators

- Plus updated content based upon current best practices

Federal Depository Library Handbook Status of Chapters Today

Public Comments Received on 12 chapters, 1 Appendix

- **Chapter 1 LSCM Organization**

- **Chapter 3 Federal Depository Status**

- **Chapter 4 Public Services**

- **Chapter 5 Depository Collections**

- **Chapter 6 Technical Services**

- **Chapter 8 Preservation**

- **Chapter 9 Housing**

- **Chapter 10 Staffing**

- **Chapter 11 Collaborative Efforts**

- **Chapter 12 Regional Services**

- **Chapter 14 Disaster Preparedness and Recovery**

- **Chapter 15: Federal Libraries**

- **Appendix D: Selective Housing Agreement**

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Chapters Still Being Worked

Chapter 2 Legal Requirements, Minimum Standards, and Policies (drafted and under internal review)

Chapter 7 Public Access Assessments (drafted and under internal review)

Chapter 13 Transitioning Depository Libraries (drafted and being re-worked)

Appendices Still Being Worked

Appendix A: Core Collection
Appendix B: Acronyms & Glossary
Appendix C: For Library Administrators
Appendix E: Important for Map Librarians

Chapter 1: LSCM Organization and Contacts

LSCM Organizational Structure (July 2007)

Contact Center as main Point of Contact

Mon-Fri, 8-5

(202) 512-1800 / Toll Free (866) 512-1800

Richard Davis

Acting Superintendent of Documents

Richard Davis

Director, Library Services & Content Management

Chapter 1: LSCM Organization and Contacts

What's New and Important

- First Point of Contact is the Customer Service Center
- Types of Questions handled – Sales, FDLP, Password requests
- Hours of Operation
- Help via phone, mail or email at Contact Center@gpo.gov

Tips, Practical Advice, Lessons Learned

- When you call the Customer Service Center know the name of your depository and its depository number

Chapter 2: Legal Requirements, Minimum Standards, Policies

What's New and Important?

- New addition to the Depository Library Manual
- Brings together into one place all of the laws, standards, and policies for the FDLP

Tips, Practical Advice, Lessons Learned

- Become familiar with Title 44
- Learn the new FDLP Desktop and location of policies
- Know the difference between legal requirement, policy, practice and procedure

Chapter 3: Federal Depository Status

What's New and Important

- Chapter based on Title 44.

- Law hasn't changed, no content that is "new and important."

- Minor change - Requests to Relinquish status should be mailed but followed up with a fax to the Office of Planning and Development, Library Services

Chapter 3: Federal Depository Status

Tips, Practical Advice, and Lessons Learned

- Consult the *Designation Handbook for Federal Depository Libraries - * contains practical advice, templates for letters and application forms

- Designation Handbook is being revised by GPO this year

- Contact your regional depository librarian immediately if your library is reconsidering depository status

- Regionals can offer advice, clear up misunderstandings, consult with administrators, and enlist the help of the GPO

Chapter 3: Federal Depository Status

Did you know you don't have to?

- Select everything GPO distributes but only those items that meet your local user needs

- Retain one copy of what you selected beyond the normal five year period if you are a selective depository

    – Regionals retain permanently

Chapter 3: Federal Depository Status

Important for Library Administrators

- Libraries can qualify for depository status in more than one way
- Depository status can be swapped
- The relinquishment of status should be a well-informed decision
- Relinquishment is not a good solution for a short-term problem
- Relinquishment may be a very good decision in some instances
- Relinquishment should be well coordinated with regionals,

    GPO, state libraries and state delegations

Federal Depository Library Handbook

Chapter 4: Public Services

What's New and Important

- Free Public Access
- Principle of Comparable Treatment
- Referrals
- Marketing / Promotion
- Electronic Access
- Filters
- Security

Federal Depository Library Handbook

Tips, Practical Advice, Lessons Learned

- Library staff that provide services directly to the public should be aware of policies, access and service requirements

- Develop or uphold library or regional public service standards, and establish measurements of service to help improve access

Federal Depository Library Handbook

Chapter 4: Public Services

Did you know you don't have to?

- Maintain identical public service hours at the general reference and government publications service desks
- Provide free printing or photocopying
    - Downloading must be available without fees
- Circulate depository materials

Chapter 4: Public Services

Important for Library Administrators

- Principle of Comparable Treatment
- Signage
- Security
- Written access policy
- Internet Access
- Filtering

Chapter 5: Depository Collections

What's New and Important

- Transition to primarily electronic collections
- Increased reliance on networking and shared collection development
- Legacy collections are being downsized by libraries confronting space limitations
- Importance of service and knowledge of collections

Federal Depository Library Handbook

Chapter 5: Depository Collections

Tips, Practical Advice, and Lessons Learned

- Know your collection and visit nearby depositories including your regional depository to learn about their collections
- Work regularly with your regional and GPO personnel regarding collection development and disposal
- Write and regularly update a collection development policy
- Use selective housing as needed
- Market your collection to different user groups
- Track collection usage in every way possible!
- Keep good and thorough records to document your collection!

Chapter 5: Depository Collections

Did you know you don't have to…?

- Be concerned about minimum level of selection
- Do not necessarily have to compile a list of every item you are discarding, the regional can eyeball the collection and make discard decisions

Important for Library Administrators

- Depository materials are relevant and valuable resources
- Depository materials are used
- Some depository libraries are migrating to increasingly electronic collections and sharing legacy tangible collections

Chapter 6: Technical Services

What's New and Important

- Catalog of U.S. Government Publications (1976-forward)
- Comprehensive with retrospective contract for pre-1976
- Goal is to catalog everything that's printed by all 3 branches of government
- National authority for cataloging of U.S. Government publications

Chapter 6: Technical Services

Tips, Practical Advice, and Lessons Learned

- There are vendors who provide value-added services
- NET gets posted monthly and helps identify electronic resources
- Cultivate relationships with depository community & other cataloging staff
- On the FDLP Desktop, National Bibliography is where you'll find any policies, news, or other cataloging information

New Electronic Depository Library Manager

Chapter 6: Technical Services

Did you know you don't have to…?

- Classify government publications in a separate classification system from the rest of your collection; government publications can be integrated into whatever classification system the library utilizes
- You don't have to create catalog records but its strongly encouraged because it increases usage and demonstrates managerial control of government property

Important for Library Administrators

- You are encouraged to mainstream government publications into your overall library collection; it does not have to be maintained in SuDoc order

Chapter 7: Public Access Assessments

What's New and Important

- A new strategy to be unveiled

- Depository Library Assessments to begin in 2008

- Goal: Ensure depositories comply with legal requirements

- Emphasis on public access for all formats of depository resources and the responsibilities of depository libraries (Access, Collections, Service)

Chapter 7: Public Access Assessments

Tips, Practical Advice, and Lessons Learned

- Review previous assessment documentation or self-study reports

- These are available through your regional depository library

- Post library policies as well as depository access, collection and service policies on library web pages

- Before 2008 Assessments begin, request an assessment now

- May be useful for new depository librarians to validate depository management practices

Chapter 7: Public Access Assessments

Did you know you don't have to…?

- Expect that your depository will be automatically evaluated through an onsite library visit
  - You need to complete a self study report
  - Biennial Survey submission and library web pages will inform trigger initial assessments

Important for Library Administrators

- Anyone can request an onsite visit by GPO Personnel (member of the public, library director, staff, regional librarian)
- Assessments will be performed systematically but some may be scheduled to meet individual library needs
- Feedback on Public Access Assessments will ensure a valuable and effective program

Federal Depository Library Handbook

Chapter 8: Preservation

What's new and Important

- Responsible for maintenance before, now strongly encourage preservation
- Minimum standard for care and maintenance of depository materials is no less than that given commercially purchased publications
- Strongly encourage a written preservation policy
- Develop a method for systematic review of preservation needs
- Articulate preservation priorities

Chapter 8: Preservation

Did you know you don't have to…?

- Do preservation; it could be that non preservation is a realistic option
- Preserve everything in perpetuity if your library is a selective depository
- Preserve government publications at a standard higher than that used for the commercial publications in the library's collection

Important for Library Administrators

- Depository libraries are required to maintain depository materials at same level as commercially purchase materials (Comparable Treatment)
- Preservation of tangible government publications distributed through the FDLP are a responsibility of a regional depository library

Chapter 9: Housing

What's New and Important

- Depository operations must be housed in an environment that provides access to and usage of depository resources
- Depository libraries must meet minimum technical requirements
- Publications distributed through the FDLP must be maintained in conditions comparable to those commercially purchased
- Depository libraries may house parts of their collection either in offsite storage or in another facility through a selective housing agreement

Chapter 9: Housing

Tips, Practical Advice, and Lessons Learned

- Packaging for tangible electronic products must clearly state that a CD or diskette is contained within
- Communicate with the systems department concerning minimum technical requirements for workstations

Did you realize that you don't have to…?

- You don't need a Memorandum of Understanding to house publications in other parts of the library or even other buildings managed by your library administration
- You don't have to house all depository material in the official depository library
  - Off site storage and selective housing facilities must meet the same preservation and access standards of the depository library

Chapter 9: Housing

Did you know you don't have to…?

- House government publications in the basement of the building

Important for Library Administrators

- Government publications supplied to depository libraries in the FDLP remain the property of the U. S. Government
- Publications must be housed in a manner that facilities access and preservation
- Depository libraries must post the depository emblem in a prominent location viewable from the exterior of the library
- All facilities should meet the standards set forth in the Americans With Disabilities Act (ADA)

Federal Depository Library Handbook

Chapter 10: Staffing

What's New and Important

- No Set formula for staffing levels
- Designated official responsible for ensuring depository operations conform to legal requirements
- Official responsible for depository administration
- Shared staffing responsibilities
- Training

Chapter 10: Staffing

Tips, Practical Advice, and Lessons Learned

- Keep current with policies, procedures and guidelines using the FDLP Desktop
- Share ideas and network with other staff in depositories
- Participate in professional organizations to enhance your learning
- Remember GPO sponsors three training events per year
  - Interagency Seminar
  - Spring Depository Council Meeting
  - Fall Depository Library Conference

Chapter 10: Staffing

Did you know you don't have to…?

- Determine staffing needs using an arbitrary standard measure
- Do it all yourself or reinvent the wheel

Important for Library Administrators

- Each depository library must have one staff member designated as the depository coordinator

- Keep your regional coordinator and GPO informed of any changes in depository responsibilities in your library

- Need for staffing does not decrease in an electronic environment

- Staff with depository responsibilities should receive support to attend appropriate local and national training events

- Strongly encourage the cross-training of all library staff in the use of government information resources

Chapter 11: Collaborative Efforts

What's New and Important

- Libraries are strongly encouraged to develop partnerships with GPO
- Increased emphasis upon collaboration among depositories
- Three types of Partnerships
- State Plans are a partnership between regionals and selectives within a region/state

Chapter 11: Collaborative Efforts

Tips, Practical Advice, and Lessons Learned

- Develop a business proposal before approaching GPO about a partnership

- Be sure the partnership has the approval from your library administration

- Formal partnerships are documented in an MOU that must be negotiated and signed

- No wrong way to develop State Plans, but review other state plans

- Placing the state plan on a Web site makes it easily accessible

Chapter 11: Collaborative Efforts

Did you know you don't have to…?

- Do it all by yourself, but you can enter partnerships for services and content

Important for Library Administrators

- If you wish to partner with GPO, you may have to write a letter on behalf of your depository recognizing the commitment in staff and money and stating willingness to do so

- State Plans are an agreement between the regional depository library's administration, GPO and the selectives in the state/region

Chapter 12: Regional Services

What's New and Important

- Uphold minimum service requirements in Title 44
- Supervise the discard process of selectives
- Work collaboratively to develop a State Plan
- Guide selectives through designation and relinquishment

Tips, Practical Advice, and Lessons Learned

- Create a State Plan that's beneficial to the region/state
- Review existing plans and update as needed
- Organize systematic and periodic training for region
- Consider not requiring selectives to list publications in microfiche on their needs and offers list

Chapter 12: Regional Services

Did you know you don't have to…?

- Review all items on discard lists
- Get discard lists, can "eyeball" the items
- Review the disposition of non-depository materials such as items received before library was designated
- Approve a discard. Regionals can say no.
- Don't have to keep everything. There is a regional discard list.

Chapter 12: Regional Services

Important for Library Administrators

- Participation in FDLP is voluntary

- Ongoing communication with depository library personnel is critical to success

- Decisions affecting depository operations of a regional impact the entire region

- Once State Plans are approved and signed they become an agreement between the depository library administration, GPO and the selectives in the region/state

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Chapter 13: Transitioning Depository Libraries

What's New and Important

- There is not a totally electronic depository library

- More depositories are in a transition between print and electronic electronic

- 92% of what GPO distributes is in electronic format

- Emphasis is on shifting services and access to collections

Tips, Practical Advice, and Lessons Learned

- FDLP Desktop has *Tips to Effectively Migrate to an Online Depository Collection*

- Talk to other depositories that have migrated to online resources

- Start with a small electronic collection and grow

Chapter 13: Transitioning Depository Libraries

Did you know you don't have to…?

- Archive or digitize collections to stay in the FDLP
- Create paper copies of bibliographies and pathfinders for electronic resources
- Perform authentication and version control

Important for Library Administrators

- Although more and more is available electronically, not everything is online
- Transition to electronic does not happen quickly but requires planning
- Staffing may not decrease as the library becomes increasingly electronic

Chapter 14: Disaster Preparedness and Recovery

What's New and Important

- Entire chapter is new
- Emphasis on having a disaster plan
- Communication with GPO is critical to stop and resume shipments

Chapter 14: Disaster Preparedness and Recovery

Tips, Practical Advice, and Lessons Learned

- Be prepared
  - Develop a disaster plan with an evacuation plan
  - Keep backup lists of personnel, emergency contacts and materials off-site
  - Keep a list of savage priorities
- Do not assume the depository coordinator will control the process of recovery
- Keep written documentation when discussing replacement costs
- National needs and offers highlight libraries that have experienced a disaster

Chapter 14: Disaster Preparedness and Recovery

Important for Library Administrators

- Local libraries are responsible for replacing depository collections destroyed by a disaster property within your custody
- GPO will provide FEMA a statement that replacement is the library's responsibility
- Insurance companies and adjustors often have little experience working with libraries
- Decision to use an outside disaster recovery service or to use existing library staff depends upon the extent of the disaster
- Working with a disaster recovery service requires close collaboration
- Document your collection

Chapter 15: Federal Libraries

What's New and Important

- Federal libraries are designated as depositories "by law under Title 44

- Security issues since September 2001

- If access is denied, library must still assist the patron by phone, e-mail, or some other form of remote communication

- Regional libraries have no jurisdiction over depository libraries in the various Federal agencies

- The discard procedures are different for Federal libraries

Federal Depository Library Handbook

Tips, Practical Advice, and Lessons Learned

- Although not required, Federal libraries are encouraged to offer their discards to their regional library

- Federal libraries that relinquish status are encouraged to contact GPO and their regional

Chapter 15: Federal Libraries

Did you know you don't have to…?

- Discard in the same manner as other depository libraries
- Retain materials for a specific amount of time

Important for Library Administrators

- Free public access is a requirement of all depository libraries
- Because of security concerns, Federal libraries may:
  - require the public to make arrangements in advance for access
  - show identification
  - Clarify the information need of the person seeking access
- Regional depository libraries do not have responsibility over depositories in Federal libraries
- Discard process for Federal libraries is different from other depositories

Federal Depository Library Handbook

What Next: Milestones for 2007/2008

- Post integrated Handbook online (Fall 2007)

- Archive historical content from the Instructions and Manual

- Validate new techniques and content for the Handbook chapters

- Maintain, maintain, maintain the Handbook

    - Review Handbook for policy changes

    - Develop needed policies, vet, and link to Handbook

    - Create process for vetting and implementing updates from the community